

Production Specifications

Tailoring this kit to local needs. This kit was designed to be used by JobReady partnerships of all shapes and sizes. No matter how big (or small!) your budget, and no matter what your level of technological sophistication, you have several affordable options for tailoring this kit to meet your needs.

Maintaining JobReady's graphic identity. Use the enclosed Style Guidelines on page 22 to add customized information about resources in your community. The Style Guidelines, which include information on fonts and margins for this kit, will ensure that the local sections match the rest of the kit in look and feel.

Reproducing the kit. This kit includes:

- A complete set of black and white laser proofs (hard copy) of the kit, and
- A CD-ROM containing all the electronic files used to develop this kit.

You may choose from the following options to reproduce *Pathways to Success: A Career Planning Resource for Parents and Students*. The options are listed in approximate order from low-tech and least expensive to high-tech and more expensive.

Option 1:

Photocopy the laser proofs (hard copy.)

Photocopy the black and white pages.

Option 2:

Use your own software and printer.

If you have word processing software, you can print your local information directly on to the blank Local Resources and Community Resource List sheets at the end of the kit, without modifying any other aspects of the kit.

If you have the appropriate graphic design or document viewing software, you can modify some of the electronic files. The CD-ROM includes electronic files in three different formats:

- Quark XPress™ Version 3.3 for Macintosh.
- Quark XPress™ Version 3.3 for IBM.
- PDF (Portable Document Format) Files.

Quark XPress™ is graphic design software available at retail computer stores or from www.quark.com. The Quark files can be altered. All graphics and fonts are included.

To view the PDF files, you must download Adobe® Acrobat™ Reader from www.adobe.com/products/acrobat/readermain.html. The Reader is free and available for both Macintosh and IBM computers, but the PDF files cannot be altered.

If you have a color printer, you can print the files in green and black. Or, you can print the files at a copy shop that has a color printer.

Option 3:

Hire a graphic designer.

If your partnership does not want to purchase Quark XPress™ or download Adobe® Acrobat™ Reader, a graphic designer can customize and produce the kits for you. If you want to have the kit printed professionally, see Option 4 for information on colors for the kit.

Option 4:

Hire a printing company.

A printing company has three options for reproducing/tailoring the kit. It can:

- Use Quark XPress™ (described above) and the enclosed electronic files to modify any of the pages.
- Use Adobe® Acrobat™ Reader and the enclosed electronic files to print color copies.
- Use the enclosed laser proofs to produce color copies. The laser proofs are black and white, but a printing company will be able to print them in color. If you ask a printer to produce your copies, tell them that the page numbers, section headings, (e.g. Table of Contents), sub-headings (e.g. the first line of text on the Introduction page), and illustrations should be printed in PMS (Pantone Matching System®) 5545 Green. Everything else should be printed in black ink.



Pathways to Success

*A Career Planning
Resource for Parents
and Students*



Developed by Reingold Associates
3001 McKinley St., NW ■ Washington, DC 20015



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Introduction

Our children face tremendous challenges in today's demanding economy. How will they decide which careers to pursue if they have no experience, haven't evaluated their skills and interests, or haven't explored their options? To equip young people to make their own way, we must prepare them to learn and apply new skills throughout their careers.

Choices, not chances. Choosing a career is one of the most important choices your child will make—perhaps one of the toughest. The future is full of possibilities, and sometimes it's hard to know where to begin to sort them all out. You and your child don't have to take chances with the future—JobReady can help. JobReady is all about choices. It's all about giving you and your child the information and experience needed now to make wise choices later.

What is JobReady? JobReady is North Carolina's school-to-work system. No matter what your child plans to do after high school—go to college, get a job, enroll in a job training program—JobReady can help prepare your child for a satisfying career. By the time your child graduates from high school, he or she will have had the opportunity to participate in a work-based learning experience like job shadowing, an internship, or an apprenticeship. Your child will have information on different career options that interest him or her. Your child will have completed classes that teach the skills needed to succeed in those careers.

JobReady brings learning to life by connecting students to the world around them. The career choices students make now—in and outside the classroom—teach them valuable skills, provide helpful insights, and make the learning process more meaningful and exciting with hands-on experience. JobReady shows students why their education is important to the rest of their lives and careers. Participating in JobReady activities helps students make wise choices while preparing for college and a career.

Start planning now. It may seem early to start thinking about careers, but it's not. For the next four years—and the rest of his or her life—your child will be learning about his or her own unique skills, interests, and

goals. Your child will discover classes and careers that excite him or her, and some that don't. Starting early is starting smart. Work with your child **now** to plan and prepare for the future.

About this kit. This kit is designed to help you help your child with career planning choices now and during your child's high school years. We use the term “parents” throughout this kit to include the adults who play an important role in a child's life. “Parents” may include grandparents, aunts, uncles, step-parents, guardians, and other relatives and caring adults.

JobReady starts with you. You are your child's first and best teacher. To provide a brighter future for all our young people, we must work together. Use this guide as a resource for getting started. Talk to your employer, your child's school, or your local high school's guidance office for more information.

How can JobReady help my child? JobReady can help your child get real experience and see what careers or jobs are like first-hand. These experiences will help your child decide what he or she wants to learn more about, and make your child more attractive to colleges and companies that he or she may apply to in the future. JobReady will help your child:

- **Clarify personal goals** and understand the value of quality education. This may improve your child's chances of completing college and getting the most out of your investment in his or her education.
- **Make good choices** and allow him or her to think about career options more broadly. For example, students may think an interest in medicine would lead them to be a doctor or nurse. Career exploration would show them numerous other opportunities such as physical therapy, teaching, biomedical engineering, anesthesiology, or health service administration. It also

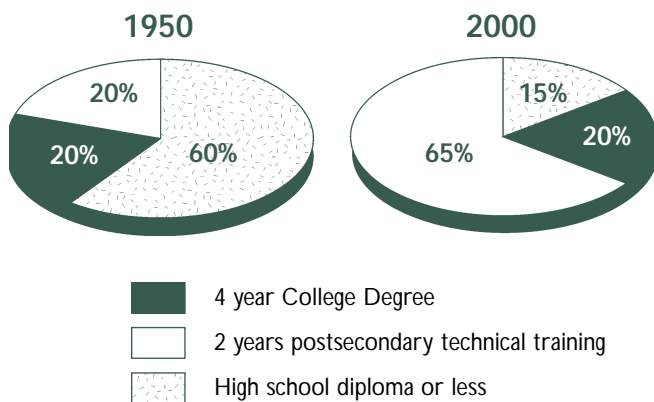


helps students refine their interests and aptitudes before investing time and money in further education and training. It will also help you make sure that your investment in your child's future pays off.

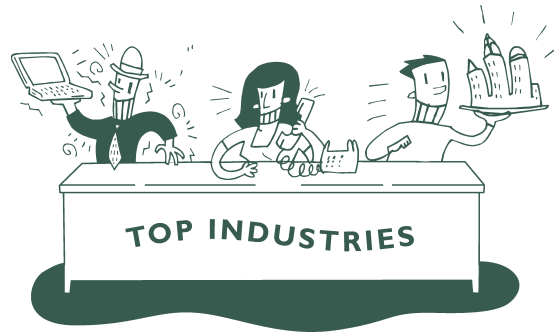
- **Understand how classwork can help in his or her career.** Most students ask, "Why do I have to learn this?" JobReady helps students understand how their classwork relates to what they want to do after graduation.
- **Boost earning power and expand options.** Students with career experience usually earn more money than those without it. Students also find that career experience makes them stand out in the marketplace and makes them more desirable to employers.
- **Build confidence and a sense of responsibility.** Career experience boosts students' self-confidence when they put to work the skills they learn in the classroom.

Why JobReady? Our economy has shifted from producing goods to providing services and information. According to the Bureau of Labor Statistics, the percentage of jobs requiring some college has more than tripled since 1950. In the past, it was possible to find a good job even without formal education. Today, entry-level employees need more specialized training and skills in problem-solving, communications, and computers to succeed.

Career trends. The following chart shows how the job market has shifted over the last 50 years, and the level of education and skills needed in today's marketplace. To be competitive in today's job market, your child will need to attend a post-secondary school or training center.



Source: Bureau of Labor Statistics



Top five industries. According to the Bureau of Labor Statistics, the projected five industries with the most job opportunities are:

- **Health Services.** The health care field is predicted to be one of the fastest growing sectors in the economy in the next five years. Within the health care field, great demand is expected for personal and home health care aides and physical therapists.
- **Information Technology.** There is an enormous demand for workers who can create, apply, and use information technologies. The Office of Technology Policy predicts that the United States will need more than 1.3 million new computer scientists and engineers, systems analysts, and computer programmers in the next decade.
- **Retail.** The retail industry covers a broad range of services and consumer goods, including general merchandise, apparel, furniture, and much more. The retail industry offers a wide variety of career paths, with substantial promotional opportunities.
- **Business Services.** The size of the economy and expectations for growth guarantee that several hundred thousand administrative and business services positions will open up each year nationally. There is growing demand for specialized business services in the medical, information technology, and legal fields.
- **Engineering.** More engineers will be needed to design and construct higher capacity transportation systems, water supply systems, industrial complexes, and pollution control systems. Growth is expected in the engineering field through the next decade.



Getting Started

Learn more about your child's interests and abilities. The following exercises are intended to help you and your child understand more about your child's career interests and abilities, identify strengths and weaknesses, and select the best Career Pathway. These assessments will help your child figure out what he or she does well and enjoys doing. Your child's answers will help him or her decide what academic and technical areas he or she wants to learn more about.

Exercise #1: **What is your personality?** In this exercise, your child will check off the words and personality traits that best describe him or her. You can help them complete this exercise by explaining what the terms mean and by talking to your child about his or her answers.

Exercise #2: **What are your career interests?** In this exercise, your child will explore the types of work and work environments he or she would prefer based on their personality traits and interests. You can help your child by discussing his or her answers.

Exercise #3: **Which Career Pathway best suits your personality, abilities, and interests?** Using the results from Exercises #1 and #2, you and your child can select the Career Pathway(s) that best suits your child's personality and interests.

Throughout these exercises, encourage your child to:

- Read the directions carefully.
- Write out his or her answers so he or she can see how thoughts and feelings change as he or she tries new things and learns more.
- Be honest about his or her thoughts and feelings. There are no “wrong” answers. No one is equally good at everything. If your child wants to improve in an area, encourage him or her to work harder on it and ask for help from you and teachers and counselors at school.
- Have fun filling out the worksheets and learning new things about him or herself.
- Talk over his or her answers with you, his or her friends, and others.



Exercise #1: What is Your Personality?

You are unique. Your personality and attitudes are the two most important factors that determine your happiness and success in a career. As you do this exercise, think about your feelings and actions in different situations. How do you interact with the world? How do you make decisions or take in new information? What situations do you like and dislike? Figure out what is true about you most of the time.

Evaluate who you really are now, not the person you think you would like to be.

Be honest about your thoughts and feelings, your attitudes and behaviors. If you do not know a word, ask an adult to explain it or look it up in the dictionary.

Step #1: Put a ☒ to show each personality trait that especially applies to you.

Personal Qualities and Characteristics

Realistic	Investigative	Artistic
<input type="checkbox"/> practical <input type="checkbox"/> athletic <input type="checkbox"/> honest <input type="checkbox"/> good with machines <input type="checkbox"/> stable <input type="checkbox"/> independent <input type="checkbox"/> quiet <input type="checkbox"/> persistent <input type="checkbox"/> self-controlled <input type="checkbox"/> organized	<input type="checkbox"/> analytical <input type="checkbox"/> intellectual <input type="checkbox"/> logical <input type="checkbox"/> precise <input type="checkbox"/> questioning <input type="checkbox"/> curious <input type="checkbox"/> scientific <input type="checkbox"/> observant <input type="checkbox"/> cautious <input type="checkbox"/> scholarly	<input type="checkbox"/> emotional <input type="checkbox"/> reflective <input type="checkbox"/> imaginative <input type="checkbox"/> resourceful <input type="checkbox"/> open to new ideas <input type="checkbox"/> creative <input type="checkbox"/> rely on instinct <input type="checkbox"/> expressive <input type="checkbox"/> inventive <input type="checkbox"/> sensitive
Social	Enterprising	Conventional
<input type="checkbox"/> generous <input type="checkbox"/> friendly <input type="checkbox"/> patient <input type="checkbox"/> easy-going <input type="checkbox"/> kind <input type="checkbox"/> honest <input type="checkbox"/> outgoing <input type="checkbox"/> understanding <input type="checkbox"/> cooperative <input type="checkbox"/> helpful	<input type="checkbox"/> popular <input type="checkbox"/> tough <input type="checkbox"/> persuasive <input type="checkbox"/> assertive <input type="checkbox"/> competitive <input type="checkbox"/> motivated <input type="checkbox"/> adventurous <input type="checkbox"/> act on a whim <input type="checkbox"/> ambitious <input type="checkbox"/> energetic	<input type="checkbox"/> sensible <input type="checkbox"/> orderly <input type="checkbox"/> detail-oriented <input type="checkbox"/> efficient <input type="checkbox"/> structured <input type="checkbox"/> accurate <input type="checkbox"/> consistent <input type="checkbox"/> dependable <input type="checkbox"/> follow rules <input type="checkbox"/> careful

Step #2: Circle the top five qualities that best describe you. What examples can you give of how you show these qualities?

Step #3: Talk it over with your family and friends. Do they see you as you see yourself? Why or why not?

Exercise #2: What Are Your Career Interests?

What's interesting? You probably have already developed personal preferences for certain types of activities and environments. Most people who enjoy their work have some natural interest in the activities with which they are connected.

Match your personality type with a career interest area. The areas listed below were developed by Dr. John Holland, who loosely classified people's personalities and their preferred work environments into six different groups:

- R Realistic** People who like activities that are practical and concrete. They like to work outdoors and to work with tools and machines using their physical skills. They often seek work relating to nature and the outdoors, mechanics, construction or military service.
- I Investigative** People who enjoy scientific and intellectual pursuits. They enjoy gathering information, uncovering new facts or theories and analyzing and interpreting data. They often seek work relating to academic research, medical facilities, or computer-related industries.
- A Artistic** People who value beauty and like opportunities for self-expression. They prefer unstructured and flexible environments. They often seek work relating to art, music, drama, writing, or in libraries or museums.
- S Social** People who enjoy working with people to inform, help, train or develop them in some way. They enjoy working in groups and sharing responsibilities. They are good communicators. They like to solve problems through discussions of feelings and interactions with others. They often seek work relating to teaching, counseling, or recreation.
- E Enterprising** People who enjoy influencing, leading, or managing others for organizational goals or economic success. They enjoy persuading others to their viewpoint and prefer projects where they can assume leadership. They often seek work relating to business management, sales, or politics.
- C Conventional** People who enjoy structured activities requiring attention to accuracy and detail, often associated with office work. They enjoy working for large organizations and are comfortable with an established chain of command. They often seek work relating to financial institutions, accounting firms, or other large businesses.



Using what you learned about your personality, give this exercise a try!

Review the personality traits that you marked in the chart on page 4. Read about each interest area and rank them below from (1) to (6), from the one that best describes you (1) to the one that least describes you (6). The top two or three will give you your “Holland Code.” For example, if you resemble the Realistic type most, then the Enterprising type somewhat less, and the Social type even less, your Holland Code would be “RES.”

Rank:

Realistic “Doers”

R

Can you: fix electrical things, plant a garden, read a blueprint, operate machinery, play a sport, pitch a tent?

Do you like to: tinker with machines, work outdoors, be physically active, use your hands, build things, tend/train animals, work on electronic equipment?

Rank:

Social “Helpers”

S

Can you: teach/train others, express yourself, lead a group, mediate disputes, plan an activity?

Do you like to: Work in groups, help people with problems, participate in meetings, do volunteer work, play team sports, serve others, work with young people?

Rank:

Investigative “Thinkers”

I

Can you: think abstractly, solve math problems, use a computer, interpret formulas, understand scientific theories?

Do you like to: explore a variety of ideas, use computers, work independently, perform lab experiments, read scientific or technical journals, analyze data, do research?

Rank:

Enterprising “Persuaders”

E

Can you: initiate projects, persuade others, lead a group, give speeches, sell things, promote ideas?

Do you like to: make decisions affecting others, be elected to office, win a leadership or sales award, start your own service or business, meet other people, have status or power?

Rank:

Artistic “Creators”

A

Can you: sketch, draw, paint, design fashions, play an instrument, write stories, sing, act, dance?

Do you like to: attend concerts, theatres, art exhibits; read fiction, plays, and poetry; work on crafts; take photographs; express yourself creatively; deal with vague ideas?

Rank:

Conventional “Organizers”

C

Can you: keep records, use a computer to organize information, write business letters, do paperwork, work well within a system?

Do you like to: work with numbers, type, be responsible for details, collect or organize things, follow instructions?

My Holland Code:

Exercise #3: Choose A Career Pathway

Career Pathways match the demands of the workforce. The JobReady Career Pathways were identified by the Department of Public Instruction and the North Carolina Community College System. “Career pathways” are a way of organizing lots of career opportunities into a few groups. Each “cluster” or group of careers requires common skills and knowledge. The eleven Career Pathways include:

- Agricultural & Natural Resources Technologies
- Arts & Sciences
- Biological & Chemical Technologies
- Business Technologies
- Commercial & Artistic Production Technologies
- Construction Technologies
- Engineering Technologies
- Health Sciences
- Industrial Technologies
- Public Service Technologies
- Transport Systems Technologies

Match your Personality Code to a Career Pathway by using the chart below.

Check your top choices.

If your Holland Personality Code included:	You may be interested in the following career pathways:
R Realistic	<input type="checkbox"/> Agricultural & Natural Resources Technologies <input type="checkbox"/> Biological & Chemical Technologies <input type="checkbox"/> Construction Technologies <input type="checkbox"/> Engineering Technologies <input type="checkbox"/> Health Sciences <input type="checkbox"/> Industrial Technologies <input type="checkbox"/> Transport Systems Technologies
I Investigative	<input type="checkbox"/> Agricultural & Natural Resources Technologies <input type="checkbox"/> Biological & Chemical Technologies <input type="checkbox"/> Construction Technologies <input type="checkbox"/> Engineering Technologies <input type="checkbox"/> Health Sciences <input type="checkbox"/> Industrial Technologies
A Artistic	<input type="checkbox"/> Arts & Sciences <input type="checkbox"/> Commercial & Artistic Production Technologies
S Social	<input type="checkbox"/> Arts & Sciences <input type="checkbox"/> Commercial & Artistic Production Technologies <input type="checkbox"/> Public Service Technologies
E Enterprising	<input type="checkbox"/> Business Technologies <input type="checkbox"/> Public Service Technologies
C Conventional	<input type="checkbox"/> Business Technologies <input type="checkbox"/> Construction Technologies <input type="checkbox"/> Engineering Technologies <input type="checkbox"/> Transport Systems Technologies

Use these exercises to review your class options for high school and create your four-year plan.

See the chart below for more information about the career pathway(s) you selected, and the sample career plans on the next three pages. If you have a hard time selecting a pathway, then talk to your parents and your career guidance advisor.

Remember-career pathways are meant as guides to help you organize your classes and plan your future. You can always change your mind as you move ahead and learn more.

JobReady Career Pathway	You would be interested in courses in this pathway if you are interested in:
Agricultural & Natural Resources Technologies	Agricultural Science, Animal Health Care, Commodity Brokering, Environmental Science, Farming, Forestry, Global Ecology, Horticulture, Landscape Technology, Wildlife Protection
Arts & Sciences	Advertising, Apparel, Architecture, Design, Education, Film, Graphics, Historical Preservation, Journalism, Languages, Multimedia Communication, Museum and Gallery Exhibition, Music, Photography, Public Relations, Television and Radio, Theater, Visual Arts
Biological & Chemical Technologies	Biotechnology Research, Earth and Marine Sciences, Environmental Sciences, Medicine, Nutrition, Patent Law, Plant Breeding, Pollution Control, Quality Control
Business Technologies	Accounting, Banking, Bookkeeping, Business Information Systems, Computer Information and Systems Management, Data Processing, Economics, Human Relations, Insurance, Marketing, Personnel Management, Office Technology, Retail/Sales
Commercial & Artistic Production Technologies	Architecture, CAD Design, Desktop Publishing, Drafting, Editing, Film, Graphics, Illustration, Interior Design, Kitchen/Bath Planning, Landscape Design, Printing, Publishing, Screen Printing, Software Design, Television and Radio
Construction Technologies	Brick Masonry, Building Maintenance, Cabinetmaking, Carpentry, Construction Estimation, Drafting, Electrical Inspection, Electrical Maintenance, General Contracting, Plastering, Stone Masonry, Telecommunication Installation, Tile Setting
Engineering Technologies	Aerospace, Automation/Robotics, Biomedical Equipment, Computer Repair and Networking, Computer Science, Drafting, Electronic Assembly, Electronics, Field Service and Maintenance Technology, Manufacturing, Telecommunications
Health Sciences	Dental Health, Emergency Medicine, Medical Laboratory Technology, Medical Office Assistance, Nursing, Nutrition, Occupational Therapy, Optometry, Pharmacology, Radiologic Technology, Social Work, Speech-Language Pathology, Veterinary Medicine
Industrial Technologies	Aerospace, Automation/Robotics, Automotive Industry, HVACR Technology, Machinery Repair, Metal Fabrication, Textile Production.
Public Service Technologies	Child Development, Cosmetology, Counseling, Criminal Justice, Education, Government, Hospitality, Law Enforcement, Military, Social Services, Tourism and Travel
Transport Systems Technologies	Auto Body Repair, Automotive Maintenance Services

Sample Career Development Plans

Business Technologies

Grade 9	Grade 10	Grade 11	Grade 12
<p>English I Algebra I or Geometry Earth/Environmental Science Economic, Legal and Political Systems Health and Physical Education Principles of Business Computer Applications I *Keyboarding HS</p>	<p>English II Geometry, Algebra1, Algebra II, or Technical Math I Biology World Studies or World Geography Business and Electronic Communications</p> <p><u>and choose from the following electives:</u></p> <p>Computerized Accounting I Computer Applications II Marketing Travel, Tourism and Recreational Marketing</p>	<p>English III Algebra II, Technical Math II, Geometry, or Advanced Math/Trigonometry Chemistry, Principles of Technology I, or Physical Science U.S. History Foreign Language</p> <p><u>and choose from the following electives:</u></p> <p>Business and Financial Management I Small Business/Entrepreneurship Business Law Computer Applications II Network Administration I Computerized Accounting II Strategic Marketing Marketing Management Fashion Merchandising Travel, Tourism and Recreational Marketing</p>	<p>English IV Algebra II, Advanced Math/Trigonometry or Calculus Psychology or World Studies Foreign Language</p> <p><u>and choose from the following electives</u></p> <p>Marketing Technology and Media Business and Financial Management II Small Business/Entrepreneurship Marketing Advanced Studies Business Advanced Studies Network Administration II Business Management and Applications</p>



Engineering Technologies

Grade 9	Grade 10	Grade 11	Grade 12
English I Algebra I Earth/Environmental Science Economic, Legal and Political Systems Health and Physical Education Art I or Computer Applications I Fundamentals of Technology or Introduction to Trade and Industrial Education	English II Geometry Biology World History or U.S. History Drafting I (Architectural or Engineering) or Art I <u>and choose from the following electives:</u> Electronics I Scientific and Technical Visualization I Manufacturing Systems Communication Systems Structural Systems Construction Technology I Art II	English III Algebra II, Technical Math 1, Geometry, or Advanced Math/Trigonometry Principles of Technology I or Physical Science U.S. History <u>and choose from the following electives:</u> Electronics I Art II Drafting – Architectural II Drafting – Engineering II Metals Manufacturing Technology I Manufacturing Systems Electronics II (two units) Chemistry Scientific and Technical Visualization II Interior Design Services I (two units)	English IV Technical Math 11 or Advanced Mathematics Principals of Technology II <u>and choose from the following electives:</u> Electronics II (two units) Electronics III (two units) Drafting – Architectural III Drafting – Engineering III Trade and Industrial Advanced Studies or Technology Studies Metals Manufacturing Technology II (two units) Manufacturing Systems Business and Electronics Communications

Health Sciences

Grade 9	Grade 10	Grade 11	Grade 12
English I Algebra I Earth/Environmental Science Economic, Legal and Political Systems Health and Physical Education <u>and choose from the following electives:</u> Health Team Relations Computer Applications I Teen Living *Keyboarding (HS)	English II Geometry Biology World Cultures or World History <u>and choose from the following electives:</u> Computer Applications I Computer Applications 11 Psychology Biomedical Technology	English III Algebra II Chemistry U.S. History <u>and choose from the following electives:</u> Spanish/French/Latin I Allied Health Science Medical Sciences I Child Care Life Management Community and Family Services I (two units)	English IV Advanced Mathematics Advanced Chemistry/Biology or Physics <u>and choose from the following electives:</u> Microbiology Anatomy Spanish II/French II/Latin II World Cultures Allied Health Sciences II or Medical Sciences II Sociology Psychology Community and Family Services II (two units)



Get Ready!

Now that you and your child have identified (a) career pathway(s), you and your child can begin to learn more, collect information, and identify specific opportunities. You can work together to research occupations, find out more about particular jobs, and explore the job market.

Check out the web. We have listed web sites that have lots of great information about different careers. They also have resources and links to other sites that can help your child with selecting classes, finding an internship, getting a job, and exploring other opportunities. There are many ways to get access to the Internet; it is not necessary to buy a computer. You may be able to get started using free facilities or computer centers in your community. Try your:

- library or community center;
- school or local community college;
- career development coordinator;
- employer;
- local shopping mall; or
- JobReady Coordinator.

Career information is everywhere. In addition to the resources listed in this guide, your child's school guidance office has many resources available to help your child. The staff would be most happy to assist you and your child in locating the materials you need. You and your child can learn more about careers at:

Home

- Read newspapers and magazines with your child, especially the business and help-wanted sections; and
- Encourage your child to help with projects at home, like cooking, organization, repairs, etc.

Community Centers and School Libraries

- Encourage your child to volunteer at a community group, church, or other organization;
- Visit the library with your child to see what resources they have for students;
- Take your child to community career fairs; and
- Help your child start a small business raking leaves, washing cars, or performing other activities.

Local businesses and organizations

- Find out what companies belong to the local Chamber of Commerce;
- Learn more about what those companies do;
- Find out if they have internships, summer jobs, or other opportunities for students; and
- Look into other organizations in your area that interest your child.

School career guidance office

- Encourage your child to talk to his or her career guidance counselor to learn more about their resources and how they can assist.

Job Link Centers

- Visit your local JobLink Center to learn more about training, education, employment, and the local labor market.

What career-related opportunities are available to my child through JobReady?

Your child can gain career experience in many ways through JobReady, including:

- **Being a “shadow,”** and spending a day or more “shadowing” a person. Your child would get to see first-hand how the job works, and ask questions about the job or industry.
- **Finding an internship** where he or she could work for an extended period of time. Your child would get to learn all about the industry, complete projects or project work, and get exposed to many different jobs in one industry. Some internships are paid internships.
- **Participating in a cooperative education experience.** In a “co-op,” your child would be enrolled in a cooperative education course that ties in directly to the cooperative education work-experience. Your child would work for pay at a local business or industry, generally for a few hours each day during the school year.
- **Performing service learning.** Service Learning Students perform community service that has a learning component that relates to classroom activities. Service learning is especially useful in areas where there are few employers who can provide work-based learning experiences.
- **Being a youth apprentice.** Youth apprenticeships are the most intense form of work-based learning. After working one-on-one with an expert mentor for at least a year, your child will have the option to continue in an adult apprenticeship program following high school. Students learn the job skills they’ll need to succeed directly from an experienced worker.
- **Completing a Career Major Internship.** Career major internships are special internships that apply directly to a career major. Not only do students get good work experience, they get school credit, too.
- **Running a business.** School-based enterprises are located on campus and teach students how to operate and manage a business.
- **Going on a career-related field trip.** Students could visit local businesses and industries to get an overview of how they work and the types of jobs that are available.
- **Hearing a guest speaker.** Local business and industry representatives come to your child’s classroom to share the kinds of jobs and work that are available in their companies.





Graduation Requirements

Content Area	CAREER Course of Study Requirements	COLLEGE TECH PREP Course of Study Requirements	COLLEGE PREP Course of Study Requirements	OCCUPATIONAL Course of Study Requirements
English I, II, III, IV	4 Credits I, II, III, IV	4 Credits I, II, III, IV	4 Credits I, II, III, IV	This course of study shall be made available for certain students with disabilities who have an Individualized Education Plan, beginning with first time ninth graders in 2000-01. Staff members are currently coordinating efforts to develop course requirements, which will be finalized in May 2000.
Mathematics	3 Credits Including Algebra I	3 Credits Alg. I, Geometry, Alg. II or Algebra I, Technical Math I & II or Integrated Mathematics I, II, & III	3 Credits Alg. I, Alg. II, Geometry (or higher level math course for which Alg. II is prerequisite) (Recommended one course unit in 12th grade) or Integrated Mathematics I, II, & III	
Science	3 Credits a physical science course Biology earth/env. science	3 Credits a physical science course related to career pathway (CP) Biology earth/env. science	3 Credits a physical science course a life or biology course (Biology) earth/env. science	
Social Studies	3 Credits Govt./Econ. (ELPS) US History World Studies	3 Credits Govt./Econ. (ELPS) US History World Studies	3 Credits Govt./Econ. (ELPS) US History World Studies (UNC Admission policy requires 2 courses to meet minimum admission requirements-US History and 1 elective)	
Second Language	Not Required	Not Required	Not Required Recommended at least two (2) course units in one second language with one course unit taken in 12th grade	
Computer Skills	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	A specific course is not required but students must demonstrate proficiency through state testing (starting with the graduating class of 2001)	
Health & Physical Ed.	1 Credit Health/Phys. Ed	1 Credit Health/Phys. Ed	1 Credit Health/Phys. Ed	
Career/Technical	4 Units of Credit Select courses appropriate for career pathway to include a second level (advanced) course	4 Units of Credit Select courses appropriate for career pathway to include a second level (advanced) course	Not Required	
Arts Ed. (Visual Arts, Dance, Music, Theatre Arts)	Not required (local decision)	Not required (local decision)	Not required (local decision)	
Electives or other requirements	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	2 Elective Credits and other credits designated by the LEA Proficiency on exit exam	6 Elective Credits and other credits designated by the LEA Proficiency on exit exam	
Total	Depends on Local Requirements	Depends on Local Requirements	Depends on Local Requirements	

* Effective for ninth graders entering for the first time in 2000-01.

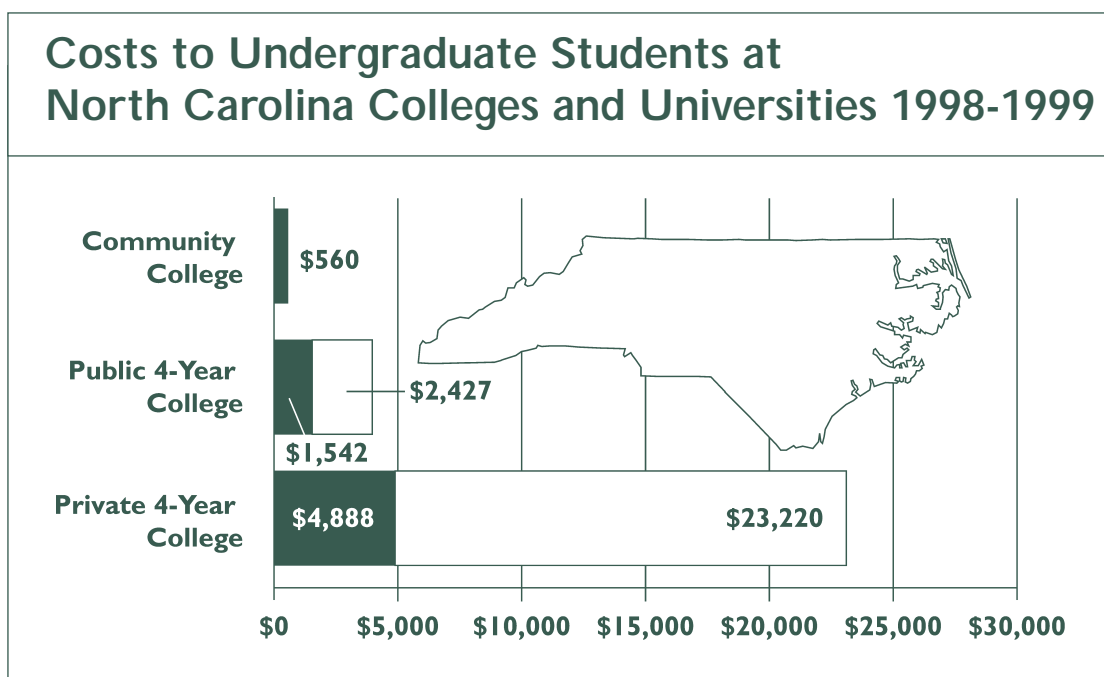
Note: Courses that meet the requirements may be taken prior to grade 9: Algebra I & II, Geometry, Advanced Math, Technical Math I & II, English I, Biology, ELPS, US History, and World Studies. However, the student must still complete the required number of courses for that subject area in grades 9-12.

What is the difference between “college prep” and “college tech prep?” College tech prep is an alternative to the traditional college prep curriculum. College tech prep combines the last two years of high school and the first two years of college into an integrated program. College tech prep graduates receive a high school diploma and an associate’s degree. Though many continue their education at a four-year institution, college tech prep graduates are qualified to work in their areas of expertise. The traditional college prep curriculum allows students to satisfy the four-year college entrance requirements, but generally does not provide college credits.

Higher education opportunities in North Carolina. There are 58 community colleges and the Center for Applied Textile Technology, 16 member institutions in the University of North Carolina (UNC) system, and 36 independent colleges and universities. The chart below shows the differences in costs of in-state tuition for North Carolina residents (Source: UNC General Administration). Community college tuition costs approximately \$560 per year. Yearly tuition and fees range from \$1,542 to \$2,427 in the UNC system. Private colleges and universities charge \$4,888 to \$23,220 for tuition per year. For more information, please see the resource section of this kit.

Education pays. According to the Bureau of Labor Statistics (BLS), 75% of all jobs will require at least one year of training beyond high school by the year 2000. And education pays. People who have the most education typically have the highest earnings and the lowest unemployment rate, according to the BLS.

The chart below illustrates the financial investment you could make in your child’s education. Switching courses of study during the college years can be very frustrating for your child and expensive for you. JobReady allows your child to start exploring options while in high school, rather than waiting until college.





Get Involved With Job Ready!

How can I get involved in JobReady? There are lots of ways that you can get involved in JobReady to help your child, his or her school, and the community. Here are some ideas to get you started:

At home,

Relate school to everyday life. Create ways to reinforce and extend your children's schooling by providing experiences at home that relate school to everyday living. If you have difficulty, talk to your children's teachers and counselors for guidance and ideas.

Talk to your children. Tell them about career choices, jobs, and the different tasks performed daily. Tell them about your job and the skills you need to perform your job well.

Help them plan ahead. Ask them what skills they are developing in school and other activities. Talk to them about careers that interest them. Encourage them to find and take advantage of opportunities to explore those interests. Help them find out what they need to know and be able to do to pursue different careers. Help them prepare a resume or develop a portfolio.

Participate in creating your child's career development plan. Help your child choose a Career Pathway. Discuss the work experience options that are available with your child.

Help them get ahead. Make sure you know your children's course of study for the year. Help them set goals and establish high-but achievable-expectations. Follow through with them at intervals during the year to check their progress in school and help them overcome obstacles.

At school,

Become an active part of the school community. As much as your schedule allows, volunteer to lend your particular skill or expertise to add to the curriculum and expand career opportunities:

- Make a presentation about your occupation on career day.
- Help the school recruit employers and other parents in the community to get involved.
- Help teachers apply work related examples and experiences to their subject matter.
- Serve on a parent-teacher advisory council.

Whatever your training and experience, the school-and your child-will benefit from your involvement.

Invite a teacher to your workplace. Expose school staff to occupational and career information-from training manuals to job applications. Teachers also need firsthand knowledge of current industry needs to make their courses more relevant. Teachers need to use more resources and examples from the working world.

Become a resource. Call your local JobReady Partnership to volunteer as a career speaker or "expert" whom teachers can call upon.

At work,

Organize opportunities. Speak to your colleagues and personnel department about creating opportunities for young people to gain experience in your organization.

Take your children to work. Expose them to your professional environment. Encourage colleagues to share time with them as well. Organize a “Job Shadowing Day” where young people are welcomed into your organization and taught about its various departments, processes, products, and services.

Send the message that school counts. Encourage your organization to ask for a report card or transcript from all new applicants.

Encourage action. Find out what your employer is doing to support the local school system. Inquire about school-business partnerships and special programs and activities. If they are not involved, get them to sign on. If they are already involved, encourage them to increase their participation.

Assess your best options for involvement and investment. Evaluate your workplace resources and target them to help support career connecting activities. Use the National Employer Leadership Council’s Employer Participation Model to help you organize your efforts. It is available on the web at www.nelc.org.

In the community,

Become a mentor. Many young people need extra guidance, stability and structure. Some lack role models and have little experience with the etiquette, routine, or rewards of hard work. As a mentor, you can provide advice, encouragement, coaching, counsel, information, and support. To become a mentor, contact your local school, community center, or service club.

Get others involved. Ask neighbors and friends to volunteer at school; serve as caring, adult figures for other children; and involve their friends and colleagues.

Encourage community involvement. For example, arrange for a school group to be involved in a charitable event in the community. Or ask a faith community to adopt several at-risk students. Or encourage a civic group to adopt a class at school.

Ask a business to sponsor an event, such as a JobReady contest or a career fair.



Site-Seeing: An Internet Resource List for Families

Search Engines. These are programs that you can select to search keywords of topics. If you are interested in learning more about journalism, for example, you can enter that word in a search engine and it will find web sites for you that relate to that topic. All sites listed assume the <http://> prefix for the address.

- Alta Vista.....www.altavista.digital.com
- Excite.....www.excite.com
- HotBot.....www.hotbot.com
- Infoseek.....infoseek.go.com
- Lycos.....www.lycos.com
- Webcrawler.....webcrawler.com
- Yahoo.....www.yahoo.com
- Yahooligans (for children).....www.yahooligans.com

Career Related Sites. This list is a sample of the best sites on the web for career exploration. These sites are full of useful information, helpful exercises, and links to other great sites. Take some time to look around each one to learn what they have to offer. Several are specifically to assist minority and female students as well as students with disabilities. All sites listed assume the <http://> prefix for the address.

- About Work (and Student.Com).....www.content.monster.com
- America's Job Bank.....www.ajb.org
- Business Job Finder.....www.cob.ohio-state.edu/dept/fin/osujobs.htm
- Career Center's Disability Resources.....www.csun.edu/career/disability.htm
- Exploring Careers Navigation Page.....www.explore.cornell.edu/careers/home.htm
- Getting Real—An Interactive Site for Teens.....www.gettingreal.com
- Inroads for Minority Youth.....www.inroadsinc.org
- Job Accommodation Network for People with Disabilities.....janweb.icdi.wvu.edu
- Job Corps.....jobsmart.org
- JobLink Centers in North Carolina.....www.joblink.state.nc.us
- JobWeb.....www.jobweb.org
- LatinoWeb.....www.latinoweb.com
- Mapping Your Future.....www.mapping-your-future.org
- Minorities Job Bank.....www.minorities-jb.com
- My Future.....www.myfuture.com
- National Alliance of Business.....www.nab.org
- National Association of Manufacturers.....www.nam.org

- National Skill Standards Board.....www.nssb.org
- NetNoir—The Black Network.....www.netnoir.com
- North Carolina Business Committee for Education.....www.ncbce.org
- North Carolina Dept. of Labor.....www.dol.state.nc.us
- North Carolina Dept. of Public Instruction.....www.dpi.state.nc.us/workforce-development
- North Carolina JobReady.....www.jobready.state.nc.us
- Occupational Information Network (O*NET).....www.onetcenter.org
- Occupational Outlook Handbook.....stats.bls.gov/ocohome.htm
- State Occupational Information Coordinating Committee.....www.soicc.state.nc.us/soicc
- Teenager's Guide to the Real World.....www.bygps.com/books/tg2rw/chap1excerpt.htm
- The TV Parental Guidelines.....www.tvguidelines.org

Parent Resource Sites. These sites are useful for parents to get more information and resources to help them be an active part of their children's education and career exploration.

- North Carolina Public Schools.....www.dpi.state.nc.us
www.dpi.state.nc.us/edreform/abcsplus.html
- The Career Key.....www.ncsu.edu/careerkey
- Family Education Network.....www.familyeducation.com
- Financial Aid (FinAid!).....www.finaid.com
- Educational Resources Information Center (ERIC).....www.accesseric.org
- U.S. Department of Education.....www.ed.gov
- U.S. Department of Health and Human Services.....www.os.dhhs.gov
- National School to Work Office.....www.stw.ed.gov
- The National PTA.....www.pta.org
- North Carolina State PTA.....www.ncpta.org
- The National Parent Information Network.....www.npin.org
- National Safe Kids Campaign.....www.uni.edu/playground
- Dear Parents.....www.dearparents.com
- North Carolina Employment Security Commission.....www.esc.state.nc.us
- Parents as Teachers National Center.....www.patnc.org
- American Library Association.....www.ala.org
- Federal Resources for Educational Excellence.....www.ed.gov/free
- NC Wise Owl.....www.ncwiseowl.org

Colleges and Universities. To get you started, the list below includes the websites for the 16 campuses of the University of North Carolina and constituent institutions, the 36 independent colleges and universities, and the central website for 59 community colleges and technical schools in North Carolina.

University of North Carolina and Constituent Institutions

- Central website for the UNC system.....www.ga.unc.edu

Independent Colleges and Universities

- | | |
|--|--|
| ■ Barber-Scotia College www.barber-scotia.edu | ■ Livingstone College..... www.livingstone.edu |
| ■ Barton College www.barton.edu | ■ Louisburg College www.louisburg.edu |
| ■ Bennett College www.bennett.edu | ■ Mars Hill College..... www.mhc.edu |
| ■ Belmont Abbey College www.bac.edu | ■ Meredith College www.meredith.edu |
| ■ Brevard College www.brevard.edu | ■ Methodist College www.methodist.edu |
| ■ Campbell University www.campbell.edu | ■ Montreat College..... www.montreat.edu |
| ■ Catawba College..... www.catawba.edu | ■ Mount Olive College www.esn.net/moc |
| ■ Chowan College www.chowan.edu | ■ N.C. Wesleyan College..... www.ncwc.edu |
| ■ Davidson College..... www.davidson.edu | ■ Peace College..... www.peace.edu |
| ■ Duke University..... www.duke.edu | ■ Pfeiffer University www.pfeiffer.edu |
| ■ Elon College www.elon.edu | ■ Queens College www.queens.edu |
| ■ Gardner-Webb University..... www.gardner-webb.edu | ■ St. Andrews Presbyterian College ... www.sapc.edu |
| ■ Greensboro College..... www.gborocollege.edu | ■ Saint Augustine's College..... www.st-aug.edu |
| ■ Guilford College..... www.guilford.edu | ■ Salem College..... www.salem.edu |
| ■ High Point University..... www.highpoint.edu | ■ Shaw University www.shawuniversity.edu |
| ■ Johnson C. Smith University www.jcsu.edu | ■ Wake Forest University..... www.wfu.edu |
| ■ Lees-McRae College www.lmc.edu | ■ Warren Wilson College . www.warren-wilson.edu |
| ■ Lenoir-Rhyne College..... www.lrc.edu | ■ Wingate University www.wingate.edu |

Community Colleges

- Central website for the NC Community College system.....www.ncccs.cc.nc.us



Community Resource List (Sample)

General Community Resources

Library

High School(s)

Chamber(s) of Commerce

Parenting and Family Organizations and Resources

PTA

Summer Programs and Internship Opportunities

Career Programs

North Carolina Apprenticeship and Training Program

JobLink Centers

Career Resources

Career Resources for Minorities, Women, and Students with Special Needs



Local Resources (Sample)

[LOCAL HIGH SCHOOL CAREER CENTER]

PHONE:

ONLINE:

To Help Define Interests	<p>Peterson's Career Quest (computer)</p> <p>Volunteer possibilities</p> <p>Harrington-O'Shea Interest Inventory</p> <p>Internship and seminar opportunities</p> <p>Shadowing experiences</p>
To Help Realize Abilities	<p>ASVAB (Armed Services Vocational Aptitude Battery)</p> <p>Part-time jobs</p> <p>Academic experiences</p>
To Help Research Career Possibilities	<p><i>Occupational Outlook Handbook</i></p> <p><i>Vocational Biographies</i></p> <p>Career seminars</p> <p><i>Dictionary of Occupational Titles</i></p> <p>Reference books on specific careers</p> <p>Military opportunities</p> <p><i>Resumes for High School Graduates</i></p>
To Make College Decisions	<p>Peterson's College Quest (computer)</p> <p>College representatives</p> <p>Reference books</p> <p>College videos</p> <p>College brochures and applications</p> <p>Parent/student information seminars</p> <p>Financial aid information</p> <p>Field trips</p> <p>College fairs</p> <p>Scholarship information</p> <p>Scholarship Resource Network (computer)</p> <p>College entrance testing information</p>

For more information, call NAME, TITLE, PHONE

Style Guidelines

Community Resources

General Community Resources

- Library
- High School(s)
- Chamber(s) of Commerce

Parenting and Family

- PTA

Font: Gill Sans (Bold)
Font: Minion (Regular)
Type Size: 10pt
Leading: 18pt

If you do not have the specified fonts these replacement fonts may be used:

For Gill Sans: Helvetica or Arial
For Minion: Times

For 2 color printing:
all bold sub-heads and rule lines print pms 5545
all else prints black

Local Resources

[LOCAL HIGH SCHOOL CAREER CENTER]

PHONE:

ONLINE:

To Help Define Interests

- Peterson's Career
- Volunteer possib
- Harrington-O'
- Interns

To Help Realiz

1.5" Border (top of page)

.75" Border (sides and bottom of page)

Live Area

Font: Gill Sans (Bold)
Font: Gill Sans (Regular)
Type Size: 10pt
Leading: 18pt



Community Resource List



Local Resources